



Central Vermont Regional Planning Commission

BOARD OF COMMISSIONERS

July 12, 2016 at 7:00 pm

Central VT Chamber of Commerce

Paine Turnpike South, Berlin

(Coming off the interstate at exit 7, turn left at the first light.

At the next crossroads, the Chamber is on your left. It is the light yellow building.)

Page AGENDA

	<u>Time</u>	<u>Description</u>
	7:00	Adjustments to the Agenda
	7:05	2016 Regional Plan Public Hearing, Eric Vorwald The Plan is available at http://centralvtplanning.org/programs/regional-planning/regional-plan/ .
2	7:07	2016 Regional Plan Adoption (enclosed)* Review of public and Commissioner comments. Possible adoption.
	7:17	Public Comments
3	7:20	Clean Water Fund, Kari Dolan, Program Manager, Vermont Clean Water Initiative Program Discussion and identification of Central Vermont water pollution challenges and opportunities, the Clean Water Fund and its role in addressing these needs, activities the Fund can support, and fund allocations in FY2016 and FY2017. Commission input into future priorities.
12	8:00	Meeting Minutes – June 14, 2016 (enclosed)*
16	8:05	Staff Reports (enclosed) and any updates
22	8:10	Executive Director's Report (enclosed) and any updates
	8:20	Regional Partners Report <ul style="list-style-type: none">– Central VT Economic Development Corporation Report, <i>Jamie Stewart</i>– Central VT Chamber of Commerce, <i>Bill Moore</i>
24	8:30	Committee Appointments (enclosed)*
29	8:35	FY2017 Workplan and Budget, Bonnie Waninger (enclosed) Presentation about FY2017 CVRPC activities.
	9:00	Adjournment

* denotes anticipated action item



DRAFT

Central Vermont Regional Planning Commission

RESOLUTION

WHEREAS, Chapter 117 of Title 24 of the Vermont Statute provides the legal basis for regional planning commissions to develop a regional plan; and

WHEREAS, Sections §4348 and §4348a outline the process and the requirements for regional planning commissions to adopt a regional plan; and

WHEREAS, the Central Vermont Regional Planning Commission has followed the process outlined in statute and included all of the required elements in the Draft 2016 Central Vermont Regional Plan; and

WHEREAS, the Central Vermont Regional Planning Commission utilized a Draft Plan Review Committee to evaluate, recommend, and solicit public input on each element of the draft regional plan; and

WHEREAS, the Central Vermont Regional Planning Commission provided notice to each of its member municipalities, adjacent regional planning commission, and state agencies of their intent to adopt the 2016 Central Vermont Regional Plan; and

WHEREAS, the Central Vermont Regional Planning Commission has held two duly warned public hearings on the Draft 2016 Central Vermont Regional Plan to solicit public input; and

WHEREAS, no public input was received in writing or by verbal testimony; and

WHEREAS, the Central Vermont Regional Planning Commission agrees that the Draft 2016 Central Vermont Regional Plan will meet the future needs of the Region and provide a clear path forward to achieve the goals and policies outlined in the draft plan.

NOW, THEREFORE BE IT RESOLVED that the Central Vermont Regional Planning Commission adopts the 2016 Central Vermont Regional Plan as presented on July 12, 2016; and

BE IT FURTHER RESOLVED that amendments to this plan may be considered by the Central Vermont Regional Planning Commission as appropriate to reflect changes to community or regional priorities.

ADOPTED by a majority vote in excess of 60% (for; against) of the municipal representatives of the Central Vermont Regional Planning Commission at its July 12, 2016 meeting.

Byron Atwood, Chair
Central Vermont Regional Planning Commission

The Clean Water Fund and You: Opportunities for public participation

Clean Water Fund Timeline

Join a Clean Water Conversation near you.

Learn about Clean Water Fund (CWF) spending to date and opportunities to provide input on next year's allocations through meetings in partnership with regional planning commissions. 2016 dates and locations are listed below.

June 2	Arlington	June 23	St. Albans
June 7	St. Johnsbury	June 24	Montpelier
June 14	Winooski	July 12	Ascutney
June 15	Brattleboro	July 13	Royalton
June 21	Rutland	July 13	Middlebury
June 22	Morrisville		

Comment on Next Year's Clean Water Fund.

State agencies will propose Fiscal Year 2018 (FY18) Clean Water Fund draft allocations for public input.

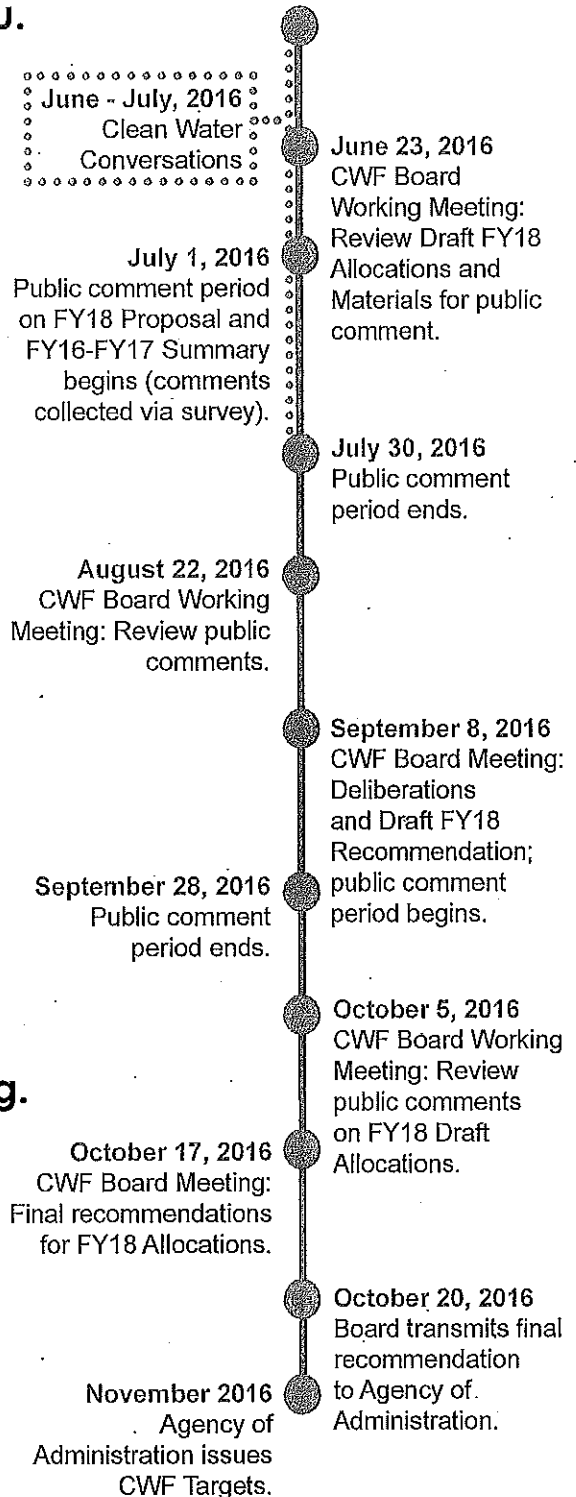
July 1-30, 2016
First Public Comment Period
Submit comments using the online survey linked at dec.vermont.gov/watershed/cwi/cwf or request a printed copy by calling Bethany Sargent at (802) 490-6131.

September 8-28, 2016
Second Public Comment Period
Send comments on updated FY18 Clean Water Fund Allocations to anr.cleanwatervt@vermont.gov.

Attend a Clean Water Fund Board Meeting.

All Clean Water Fund Board meetings are open to the public, with time allotted for public comment. Visit dec.vermont.gov/calendar for details.

June 23, 2016	CWF Board Working Meeting
August 22, 2016	CWF Board Working Meeting
September 8, 2016	CWF Board Formal Meeting
October 5, 2016	CWF Board Working Meeting
October 17, 2016	CWF Board Formal Meeting



For more information, visit
dec.vermont.gov/watershed/cwi/cwf
or email anr.cleanwatervt@vermont.gov

FUND ALLOCATION PRIORITIES FOR CLEAN WATER FUND BOARD – Final Adjustment

Purpose: As directed by Act 64, the Vermont Clean Water Fund Board is to develop an annual revenue estimate and propose a budget for the Clean Water Fund.

Implementation Policies: The Clean Water Fund provides additional state funds above current allocation levels to complement, enhance and leverage existing resources. The use of the Fund is to maximize opportunities for the restoration and protection of Vermont's water ways by prioritizing and targeting resources. To maximize the effectiveness of this Fund, the Fund should strengthen and complement existing state assistance programs (e.g., grant and loan pass-through programs), wherever feasible.

Priorities: The Board shall make its recommendation based on the following priorities, as stated in Act 64 Sec. 37 (10 VSA §1389(e)) and further described in Table One:

- A. Address sources of water pollution in waters listed as impaired (33 U.S.C. §1313(d));
- B. Address sources of water pollution identified as significant contributors of water pollution;
- C. Restore riparian (lands adjacent to waterways) conditions to minimize the risk of flood damage;
- D. Support state and municipal compliance with road-related stormwater permit requirements;
- E. Provide education and outreach regarding the implementation of water quality requirements;
- F. Support innovative or alternative technologies or practices to improve water quality;
- G. Purchase land in order to take land out of practice when State requirements cannot be remediated through Best Management Practices;
- H. Award or assist municipalities in compliance with water quality requirements during the first three years of the Clean Water Fund; and,
- I. After satisfying the above priorities, attempt to provide for equitable apportionment of awards to all regions of the State and for control of all point and nonpoint pollution sources in the State.

Table 1: Summary of Clean Water Fund Priorities

Priority	Description
A: Sources of water pollution in Impaired Waters	Restores surface water impairment through grants, contracts or loans, targeting sources of pollution that are contributing to the water quality impairment
B. Significant sources of water pollution	Promotes cost-effectiveness by targeting sources of pollution that are significant contributors to water quality degradation
C. Riparian buffer restoration	Purchases permanent conservation easements on lands adjacent to waterways (river corridors, wetlands, riparian areas) and establish minimum of 50-foot buffers with native vegetation
D. Compliance with road permit	Supports road-related stormwater runoff and erosion control practices that assist municipalities and VTrans in achieving compliance with the State road general permit requirements
E. Education, outreach	Provides technical and educational support to municipal officials and road crews, farmers, loggers, homeowners and others about sources of water pollution, cost-effective solutions to mitigate impacts and implementation support
F. Innovative technologies	Supports technologies that enhance BMP implementation to reduce water pollution from farms, municipalities' developed lands, logging areas and other sources
G. Land acquisition	Purchases land in order to take land out of practice when water quality remediation is not achievable
H. Municipal assistance	Aids municipalities in understanding critical sources of water pollution, identifying and implementing priority water pollution controls
I. Geographic equity	Adds to this set of priorities some consideration of location in the distribution of funds to support regional equity

Acronyms

AAFM: Vermont Agency of Agriculture, Food and Markets

ACAP: Vermont DEC's Agronomy & Conservation Assistance Program, a program that provides support to partners in the delivery of agronomic (soil and nutrient management) assistance to farmers

ACCD: Vermont Agency of Commerce and Community Development

ANR: Agency of Natural Resources

BMP: Best Management Practices, activities to address water quality impacts from land-based sources that are the result of precipitation-driven runoff and erosion.

CWF: State of Vermont Clean Water Fund

DEC: Vermont Department of Environmental Conservation, a department under ANR

FAP: Farm Agronomic Practices, a set of practices for farmers to employ to minimize losses of soil, nutrients and agricultural waste from runoff and erosion to enhance soil health

FED: Vermont DEC's Facilities Engineering Division

LCB: Lake Champlain Basin. Vermont's portion of the LCB represents approximately half the land mass of Vermont

LiDAR: Standing for "Light Detection And Ranging," is a state-of-the-art mapping technology that produces high resolution maps as baseline information to aid in identifying priority water quality needs. Other applications include flood and erosion hazard mapping, landslide hazard mapping and transportation project support

LCBP: Lake Champlain Basin Program

TMDL: Total Maximum Daily Load; a pollution budget that establishes the maximum amount of a pollutant a waterbody can receive from many different sources of that pollutant while still meeting water quality standards. Federal Water Pollution Control Act of 1972, 33 U.S.C. Section 1251 et seq., Section 303(d)

USDA: United States Department of Agriculture, which, as part of the federal Farm Bill, offers a number of conservation programs to protect water quality and improve soil health

VTrans: Vermont Transportation Agency

Table 2: State Agency Recommendations – Agency of Agriculture, Food and Markets

#	Sector (Agency)	Funding Program	Activities	Other Funds	Priorities									State FY16	Draft State FY17	Adjusted State FY17 ¹	
					A	B	C	D	E	F	G	H	I				
1	Agriculture (AAFM)	On-Farm Implementation (Grants & Contracts)	Farm water quality capital improvements, matching USDA funds in Lake Champlain Basin (LCB) and supporting priority projects outside of the LCB; Farm agronomic practices (FAP) that exceed existing state and USDA funding resources	USDA ²	X	X							X		\$600,000	\$600,000	
2	Agriculture (AAFM)	Grants & Contracts	Incentives for farmers to implement phosphorus reduction practices above regulatory requirements; Technology or other infrastructure that facilitates nutrient management development, data management and record keeping on farms; Creation of a Research Farm to study water quality runoff impacts from farm management systems and conservation practices; Alternative phosphorus reduction strategies (e.g., grassed-based farms, phosphorus separation strategies); Support for farm acquisition in order to overlay a conservation easement to establish agricultural practices that reduce phosphorus loading	USDA ²	X	X			X						\$225,000	\$925,000 ³	
3	Agriculture (AAFM)	Operating	Increased on farm oversight to enforce regulatory requirements, ensure all statewide investments on agricultural operations are on compliant farms, and meeting legal requirements for water quality		X	X									\$450,000	\$450,000	
SUBTOTAL (FY16, Adjusted FY17) = \$2,618,000															\$675,000	\$1,975,000	\$1,943,000

1. Clean Water Fund actual revenues over projected forecasts anticipate a \$707,000 shortfall for State Fiscal Years (SFY) 2016 and 2017, requiring a downward adjustment for some SFY2017 allocations.
2. Funds are complementary, supporting implementation of similar projects.
3. The SFY2017 allocation shows a reduction of \$32,000. This adjustment is acceptable to the AAFM, since the agency is in the process of increasing its capacity to more effectively manage this allocation in the future.

#	Sector (Agency)	Funding Program	Activities	Other Funds	Priorities									State FY16	Draft State FY17	Adjusted State FY17		
					A	B	C	D	E	F	G	H	I					
4	All Sectors (ANR)	DEC Ecosystem Restoration Grants & Contracts	Partner support for project implementation (partners include conservation districts, extension services, watershed groups, farmer coalitions), involving delivery of technical and implementation services for agricultural and municipal projects that are identified and prioritized in Tactical Basin Plans		X	X	X		X	X						\$100,000	\$885,000	\$885,000
5	All Sectors (ANR)	DEC Ecosystem Restoration Grants & Contracts	Improved water quality monitoring to track effectiveness of implementation using watershed associations and the LaRosa Partnership		X	X	X	X	X							--	\$200,000	\$200,000
SUBTOTAL (FY16, FY17) = \$1,185,000															\$100,000	\$1,085,000	\$1,085,000	

Table 2: State Agency Recommendations – Agency of Natural Resources

#	Sector (Agency)	Funding Program	Activities	Other Funds	Priorities									State FY16	Draft State FY17	Adjusted State FY17		
					A	B	C	D	E	F	G	H	I					
6	Agriculture (ANR)	DEC Ecosystem Restoration Grants & Contracts	Agronomy & Conservation Assistance Program (ACAP) – contract to continue delivering agronomic technical and financial support of three agronomists in Lake Champlain Basin and BMP financial assistance in livestock exclusion		X	X	X		X					X	--	\$485,000	\$0 ⁴	
7	Municipal Stormwater (ANR)	DEC Ecosystem Restoration Grants & Contracts	Municipal stormwater project identification and prioritization methodology used in Tactical Basin Planning and TMDL implementation		X	X		X	X					X	X	\$400,000	\$500,000	\$500,000
8	Municipal Stormwater (ANR)	DEC Ecosystem Restoration Grants & Contracts	Project implementation to mitigate impacts from stormwater runoff being generated from municipalities' developed areas		X	X		X	X	X				X	X	\$400,000	\$840,000	\$840,000
9	Municipal Stormwater (ANR)	DEC Ecosystem Restoration Grants & Contracts	Municipal Capital Equipment Assistance to assist municipalities in purchasing equipment that enhances local water quality-focused Best Management Practice implementation, such as hydroseeders; high efficiency vacuum street sweepers and vacuum (vactor) trucks	Local matching funds	X	X		X	X	X				X	X	\$395,000	\$395,000	\$395,000

4. The SFY2017 allocation shows a reduction of \$485,000. DEC is able to continue to support this program at current levels in SFY17, outside of the Clean Water Fund, using \$230,000 of federal funds from the Lake Champlain Basin Program (LCBP).

Table 2: State Agency Recommendations -- Agency of Natural Resources (continued)

#	Sector (Agency)	Funding Program	Activities	Other Funds	Priorities								State FY16	Draft State FY17	Adjusted State FY17
					A	B	C	D	E	F	G	H	I		
10	Natural Resources (ANR)	DEC Ecosystem Restoration Grants & Contracts	Flood resilience/Water Quality and Forest Health Projects, targeting the restoration of wetlands, river corridors, floodplains and riparian areas as well as forest health projects. Projects will focus on: (a) improvements in resilience and water quality; (b) restoration of unstable stream channels back to natural stability (referred to as equilibrium conditions); (c) portable skidder bridge rental program to reduce nonpoint source pollution associated with logging operations; (d) urban forestry water quality projects; and (e) trainings in compliance with logging practices that protect water quality	USDA ⁵	X	X	X	X	X	X	X	X		\$1,150,000	\$1,150,000
11	Wastewater Treatment (ANR)	FED State Revolving Fund Loan Program	Help leverage additional federal funds to provide some municipal assistance in compliance with TMDLs		X	X				X			X	\$500,000	\$310,000 ⁶
SUBTOTAL (FY16, Adjusted FY17) = \$3,995,000															\$3,195,000

5. As described in Footnote 2 above, the USDA funds are complementary, supporting implementation of similar projects.

6. The SFY2017 allocation shows a reduction of \$190,000. DEC is able to continue to support this program in SFY17, outside of the Clean Water Fund, using \$190,000 of federal funds from the Lake Champlain Basin Program (LCBP).

Table 2: State Agency Recommendations – Agency of Commerce and Community Development

#	Sector (Agency)	Funding Program	Activities	Other Funds	Priorities									State FY16	Draft State FY17	Adjusted State FY17
					A	B	C	D	E	F	G	H	I			
12	Technical Support (ACCD)	Vermont Center for Geographic Information	LiDAR Mapping of the State of Vermont, Next Phase, to support agriculture, stormwater, river, forest road mapping	Federal (USGS, SPR Program)	X	X	X		X	X				\$430,000	--	--
SUBTOTAL (FY16, FY17) = \$430,000																
SUBTOTAL (FY16, FY17) = \$430,000																

Table 2: State Agency Recommendations – Agency of Transportation

#	Sector (Agency)	Funding Program	Activities	Other Funds	Priorities									State FY16	Draft State FY17	Adjusted State FY17
					A	B	C	D	E	F	G	H	I			
13	Municipal Roads (VTrans)	Municipal Mitigation Grant Program	Inventory, prioritization and implementation to address municipal gravel road-related stormwater mitigation projects, in compliance with state road general permit	Local matching funds	X	X		X	X	X		X	X	--	\$570,000	\$570,000
14	Municipal Roads (VTrans)	Municipal Mitigation Grant Program	Inventory, prioritization and implementation to address municipalities' non-gravel road-related stormwater mitigation projects, in compliance with state road general permit, and including replacement of undersized culverts	Local matching funds	X	X			X	X		X		--	\$895,000	\$895,000
SUBTOTAL (FY16, FY17) = \$1,465,000																
SUBTOTAL (FY16, FY17) = \$1,465,000																

Table 2: State Agency Recommendations by Sector

Sector Summary	State FY16	Preliminary State FY17	Adjusted State FY17	Adjusted Total
Agriculture	\$675,000	\$2,460,000	\$1,943,000	\$2,618,000
Municipal (roads, stormwater)	\$800,000	\$3,200,000	\$3,200,000	\$4,000,000
Municipal Wastewater	--	\$500,000	\$310,000	\$310,000
Natural Resources	--	\$1,150,000	\$1,150,000	\$1,150,000
All Sectors -- LiDAR Mapping	\$430,000	--	--	\$430,000
All Sectors -- Partner Support	\$100,000	\$1,085,000	\$1,085,000	\$1,185,000
TOTAL	\$2,005,000	\$8,395,000	\$7,688,000	\$9,693,000

Table 2: State Agency Recommendations by Administering Agency

Agency Summary	State FY16	Preliminary State FY17	Adjusted State FY17	Adjusted Total
Agency of Agriculture	\$675,000	\$1,975,000	\$1,943,000	\$2,618,000
Agency of Natural Resources	\$900,000	\$4,955,000	\$4,280,000	\$5,180,000
Agency of Commerce and Community Development	\$430,000	--	--	\$430,000
Agency of Transportation	--	\$1,465,000	\$1,465,000	\$1,465,000
TOTAL	\$2,005,000	\$8,395,000	\$7,688,000	\$9,693,000

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION
MINUTES
June 14, 2016**

Commission Members:

X	Barre City	Janet Shatney	X	Moretown	Dara Torre
X	Barre Town	Byron Atwood, Chair	X	Northfield	Laura Hill-Eubanks
<input type="checkbox"/>		Mark Nicholson, Alt.	X	Orange	George Malek
X	Berlin	Bob Wernecke	X	Plainfield	David Strong, Treasurer
<input type="checkbox"/>	Cabot	Dick Payne	<input type="checkbox"/>		Robert Atchinson, Alt.
X	Calais	Paul Rose	<input type="checkbox"/>	Roxbury	Gerry D'Amico
<input type="checkbox"/>		John Brabant, Alt.	X	Waitsfield	Don La Haye
X	Duxbury	Brian Fitzgerald	<input type="checkbox"/>		Harrison Snapp, Alt.
<input type="checkbox"/>		Alan Quackenbush, Alt.	<input checked="" type="checkbox"/>	Warren	Camila Behn
X	E. Montpelier	Julie Potter, Vice Chair	<input checked="" type="checkbox"/>	Washington	Gary Winders
X		Jack Pauly, Alt.	X	Waterbury	Steve Lotspeich
<input type="checkbox"/>	Fayston	Carol Chamberlin	X	Williamstown	Larry Hebert
<input type="checkbox"/>	Marshfield	VACANT	<input type="checkbox"/>	Woodbury	Michael Gray
<input type="checkbox"/>	Middlesex	Ron Krauth	X	Worcester	Bill Arrand
X	Montpelier	Tina Ruth, Secretary			
<input type="checkbox"/>		Mike Miller, Alt.			

Staff: Bonnie Waninger, Gail Aloisio, Eric Vorwald

Guests: Sam Andersen and Jamie Stewart (CVEDC); Ivan Shadis (Marshfield Planning Commission); Matt Roleau and Margaret Phillips (Williamstown Planning Commission); Victor Guandango (Bright Blue EcoMedia)

Chair B. Atwood called the meeting to order at 7:03 pm. The meeting began with introductions.

PUBLIC HEARING: WILLIAMSTOWN TOWN PLAN

T. Ruth moved to open the public hearing regarding regional approval and confirmation of the 2016 Williamstown Town Plan at 7:06 pm; D La Haye seconded. Motion carried.

E. Vorwald recapped the staff review of the Town Plan, stating it addressed all state planning goals and required elements of a municipal plan. The Town Plan Review Committee meet on May 26th to review the Plan. A quorum was not present, and a formal recommendation could not be forwarded to the Commission. The members present suggested the Commission approve the Williamstown Plan and confirm the Town's planning process. Committee members noted the plan was very well done for a fully volunteer effort. The layout and graphics make the plan especially readable.

B. Wernecke moved to close the public hearing at 7:16 pm; T. Ruth seconded. Motion carried.

ADJUSTMENTS TO THE AGENDA

P. Rose moved to suspend the rules to allow a vote on approval of the Williamstown Town Plan and confirmation of its planning process; T. Ruth seconded. Motion carried.

P. Rose moved to grant regional approval to the Williamstown Town Plan, to confirm the Town's planning process, and to adopt a resolution so stating this; G. Malek seconded. Motion carried. Chair B. Atwood read the resolution, which had been included as a draft in the Commission meeting packet.

PUBLIC COMMENTS

There were no members of the public present to give comments.

PUBLIC HEARING: 2016 REGIONAL PLAN

G. Malek moved to open a public hearing at 7:20 pm to accept public comment on the 2016 Regional Plan; J. Shatney seconded. Motion carried.

E. Vorwald explained that this was the first of two statutorily-required public hearings to accept public comments on the 2016 Regional Plan. The 2016 Regional Plan will supersede the 2008 Regional Plan as amended, which is currently in effect. The adoption was warned on May 11th, and no public comments had been received.

The contents of the 2016 Regional Plan are the same as the 2008 Regional Plan as amended with minor exceptions. The 2016 Plan includes an Implementation Plan in table format with additional information, such as indication of priority actions, and changing references to the plan timeframe of five years to eight years in accordance with statute.. All goals and actions of the 2008 Plan as amended are included in the 2016 Plan.

The 2008 Regional Plan as amended will expire in September 2016. Adopting the content of that Plan with changes as the 2016 Regional Plan will afford the Commission the time to complete Plan Central Vermont. Plan Central Vermont is a substantial rewrite of the Plan in its entirety and has been in the development process since 2013. Staff anticipates completing Plan Central Vermont within 2 years. This will include a Regional Energy Planning Project to be kicked off next month.

The second Public Hearing on the 2016 Regional Plan is scheduled for the July 12th Commission Meeting. The Regional Plan must be adopted by 60% of Regional Commissioners to take effect.

J. Potter moved to close the hearing at 7:35 pm; S. Lotspeich seconded. Motion carried.

2016 REGIONAL PLAN DISCUSSION

At a Commissioner's request, staff clarified that the 2008 Regional Plan as amended included amendments to the Economic Development, Utilities & Facilities & Land Use Elements, and the addition of a Land Use map. The 2016 Regional Plan includes that same content with changes as described above and in the adoption notice.

1 *L. Hebert moved to end debate; L. Hill Eubanks seconded the motion but then withdrew the*
2 *second. Motion carried with one vote in opposition. Commissioners did not authorize any*
3 *changes be made to the 2016 Plan as proposed.*

4
5 **MAY 10, 2016 MEETING MINUTES**

6 *B. Werneke moved to accept the May 10, 2016 Commission Meeting Minutes as presented; J.*
7 *Shatney seconded. Motion carried.*

8
9 **STAFF REPORTS**

10 Staff reports were taken as written.

11
12 **EXECUTIVE DIRECTOR'S REPORT**

13 B. Waninger reported that the Supreme Court will hear arguments on June 21 regarding the
14 Amicus Brief for the Exit 1 development.

15
16 The Energy Siting Bill, S. 230, has been replaced by S.260 and has been signed by the Governor.
17 It includes \$300,000 to assist local municipalities with municipal plan updates.

18
19 Warren, Waitsfield, Fayston, Duxbury & Moretown have been participating in a stormwater
20 planning effort that includes the entire Mad River Watershed. Called Ridge to River, the project
21 will explore regulatory and non-regulatory options for managing stormwater as it travels from
22 mountain ridges to the Mad River. CVRPC participates on the project steering committee and
23 will partners with the Mad River Valley Planning District to lead the planning technical team.
24 Friends of the Mad River is the project coordinator.

25
26 **REGIONAL PARTNERS REPORT**

27 Central Vermont Economic Development Corporation - S. Anderson reported there will be a
28 workshop on June 27 regarding Financing Solutions for Existing and Perspective Business
29 Owners. Register Online at VTSBDC.org. The Central Vermont Job Fair hosted 788 job
30 seekers and 60 employers. Anderson introduced Jaime Stewart, the new Executive Director
31 of CVEDC.

32
33 **CVRPC COMMITTEES**

34 J. Potter announced that appointments to CVRPC's Committees will be made at the July
35 meeting. Volunteers who would like to serve may contact staff. The Project Review Committee
36 has two seats for appointment, and the Town Plan Review Committee has five seats for
37 appointment.

38
39 **COLLABORATION PROPOSAL – BRIGHT BLUE MEDIA**

40 V. Guadagno of Bright Blue EcoMedia proposed a collaboration to allow CVRPC to learn more
41 about how permaculture principles could be implemented at the regional scale. Permaculture
42 attempts to mimic and work within natural systems to maintain a healthy balance of inputs and
43 outputs within the planning area.

44
45 CVRPC can assist by providing GIS mapping services to define and characterize the region. The
46 work will follow the Permaculture master planning model, which usually focuses on a site

specific scale. Because of its focus on hydrology, the permaculture analysis may assist municipalities to plan for flood resilience and forest integrity, and to manage stormwater.

D. Strong moved that CVRPC provide up to 80 hours of free GIS services to Bright Blue EcoMedia; P. Rose made a friendly amendment that GIS assistance to municipalities will take priority over this work. D. Strong accepted the amendment; L. Hebert seconded the amended motion.

G. Malek moved to amend the motion further by tabling the item indefinitely. In discussion, Malek noted the decision should be a management decision by the Director. P. Rose and B. Werneke asked about setting precedence and benefits to the Commission. Motion did not carry. The four (4) in favor and five (5) opposed vote was not the necessary 2/3 majority vote to carry.

Discussion followed and a vote was taken on the motion presented by D. Strong as amended by P. Rose. Motion carried with twelve (12) in favor, three (3) opposed.

ADJOURNMENT

G. Malek moved to adjourn the meeting at 9:11 pm; B. Fitzgerald seconded. Motion carried.

Respectfully submitted,

Gail Aloisio, Assistant Planner

Central Vermont Regional Planning Commission

802/229-0389

Staff Report, July 2016

Fax: 802/223-1977

LAND USE PLANNING

Regional Plan: Contact Eric Vorwald, vorwald@cvregion.com.

The Draft 2016 Central Vermont Regional Plan was distributed in May 2016 to all the municipalities in the CVRPC service area, the adjacent RPCs, and state agencies for review and comment. The first of two required public hearings was held on June 14. To date, no comments have been provided on the draft plan. The second public hearing will be held on July 12, 2016. Following this public hearing, the CVRPC may consider action to adopt the Draft 2016 Central Vermont Regional Plan. For reference, the Draft 2016 Central Vermont Regional Plan includes all the elements of the 2008 Central Vermont Regional Plan as amended and includes an implementation table to prioritize regional goals.

Regional Energy Planning: Contact Eric Vorwald, vorwald@cvregion.com.

A kick-off meeting for the regional energy plan is scheduled for July 12, 2016. This meeting is intended to provide an overview of the regional energy plans that have been completed by three of the RPCs and will include information related to the draft work that has been done by VEIC to identify the "fair share" of renewable energy needs for each RPC area. This "fair share" will help the RPCs plan for change in all energy sectors (thermal, transportation, etc.). It is also expected to assist RPCs to identify where appropriate locations for siting of renewable energy resources.

MUNICIPAL PLANNING & TECHNICAL ASSISTANCE

East Montpelier Village Master Plan: Staff continues to work with the East Montpelier Planning Commission to develop a master plan for the village including updated zoning bylaws. Staff is working on developing information that will be used at an open house to solicit input from the public on various issues including a community vision for the village, updated village boundaries, and general opinions of what people like or dislike about their village. This meeting will be held on July 21, 2016 at the East Montpelier Fire Station.

Marshfield Bylaw Update: The Marshfield Planning Commission hosted a public meeting to engage local residents in the update process. Members of the Planning Commission provided history and background related to the Town Plan and zoning. CVRPC staff discussed information available through the Natural Resources Atlas and facilitated a conversation about rural character.

Berlin Town Plan Update: Staff continues to work with Berlin to develop Town Plan updates. These updates include information related to energy, zoning updates (including future land use), flood resiliency, and adding information for the application of New Town Center Designation through the state. Staff met with the Planning Commission to discuss these changes and others regarding the plan update. The Town of Berlin is expected to consider adoption of an updated town plan by Australian Ballot in conjunction with the general election on November 8, 2016.

Enhanced Consultations: Staff completed four consultations in Fiscal Year 2016. Municipalities receiving consultations included the Towns of Berlin, Cabot, Marshfield, and Waitsfield. For

reference, the CVRPC generally conducts consultations with municipalities that have municipal plans set to expire within 18 to 24 months. Staff anticipates conducting 9 consultations in FY17.

Plan Reviews and Approvals: No new requests for regional approval of municipal plans have been submitted. To date, three municipalities have requested regional approval and had their municipal plans reviewed by the Town Plan Review Committee and acted upon by the full Commission. Plans for Moretown, Calais, and Williamstown received regional approval.

Technical Assistance: The Town of **Washington** inquired about technical assistance to update its municipal plan. Staff continues to provide technical assistance to municipalities as requested. Generally this includes reviews and comments on bylaw or subdivision updates.

Municipal Planning Grants: Staff participated in a discussion of the Municipal Planning Grant program on behalf of Regional Planning Commissions. The Dept. of Housing and Community Development presented results of the MPG survey and engaged meeting participants in a lively discussion of proposed program changes, such as new priorities, modifications to grant amounts and match requirements, changes to procurement requirements, and improving project quality and impact. Municipalities are advised to begin thinking about how to describe a project's *outcome* in addition to describing project *deliverables*. Outcomes are consequences that result from a planning effort, such as more engaged residents or increased understanding of form based code. Deliverables are the products that will be produced, such as press releases, plans and bylaws. The program announcement should be released by mid-July. CVRPC staff is available to assist with grant application writing and project implementation. Contact Eric Vorwald, Vorwald@cvregion.com.

EMERGENCY PLANNING & HAZARD MITIGATION

Technical Assistance: Staff maintained communications regarding the Rainbow Family Gathering in the Green Mountain National Forest, as appropriate, to the Emergency Management Directors/Coordinators and the LEPC 5 representatives. The June follow-up meeting with **Marshfield**, **Cabot** and **Plainfield** officials, Green Mtn. Power, state agency personnel and CVRPC to understand safety concerns for the Marshfield Dam was rescheduled to July. Staff worked with Lauren Oates of DEMHS on a HMGP application for grant funds to assist five more municipalities with Local Hazard Mitigation Plan updates. The Town of **Calais** received technical assistance on identifying various funding sources for culvert upgrades to address "choke spots."

LEOPs (Local Emergency Operations Plans): Staff continued to work with the towns of **Woodbury**, **Williamstown**, **Marshfield**, **Warren**, and **Washington** on adoption and acceptance of their 2016 LEOP. During June, Selectboards in the towns of Marshfield, Woodbury and Washington adopted their LEOP with subsequent acceptance by DEMHS. Williamstown anticipates adoption at their July Selectboard meeting and Warren continues to update their plan. Contact Laura Ranker, ranker@cvregion.com

Local Hazard Mitigation Plans (9-Town Project): Staff have complete the Vulnerability Assessment field work for the Towns of **Orange**, **Barre Town**, **Northfield**, **Cabot**, **Roxbury** and have started **Middlesex**. Middlesex held a public informational hearing on June 28th to gather public input on identification and prioritization of hazards and review draft language.

Staff met with the Fayston Road Foreman to navigate through VTculverts.org and discuss the transportation resilience study completed for the Mad River Valley in 2015. Fayston and Northfield have identified their hazards and are working to identify potential mitigation projects. Vtculverts.org is an on-line system for data and status reporting of municipal bridge and culvert inventories currently collected by the Regional Planning Commissions (RPCs), towns and their contractors. The Vermont Agency of Transportation provides funding and other resources for the tool. Towns have access to this data system. Contact Dan Currier, currier@cvregion.com.

Staff continues to update language and data in all nine plans. CVRPC met with DEMHS staff to discuss expanding the scope of work for the 9-Town project. Funds may be available to assist three additional towns. Contact the staff member assigned to your town or project manager Laura Ranker, ranker@cvregion.com.

LEPC #5: Staff prepared for the July 11 LEPC 5 meeting, including coordination for the guest speaker, Dr. Patsy Tassler Kelso, PhD, State Epidemiologist, who will present on the Zika virus. Staff met with Ian McCormick of the Medial Reserve Corp (MRC) to review grant project history. Staff worked with DPS to secure SERC FY17 funding and received an Advance Notice To Proceed. The LEPC5 will act on this item at their July meeting. Staff received additional Tier II reports. In June, two new representatives from area businesses joined LEPC 5.

Vigilant Guard July/August 2016: Staff attended Simulation Cell training for this statewide emergency management exercise. RPCs serve as supplemental State Emergency Operations Center (SEOC) staff during disasters in two roles. RPCs act as Local Liaisons to municipalities to compile damage assessments and provide staffing to the SEOC.

TRANSPORTATION

Municipal Technical Assistance: Staff organized school zone site visits in Barre City and Barre Town. This is a VTrans initiative to make sure all participating Safe Routes to Schools are in compliance. A High Risk Rural Road safety audit was conducted on Middle Rd. in Barre Town. Staff advised East Montpelier on local road speed limit issues. Staff provided Calais with past studies done, current data, radar feedback signs info. The Town is interested in slowing speeds on VT 14 in East Calais. Staff participated in the Warren Selectboard's public hearing to discuss road erosion risk data and how this work can assist to meet clean water requirements.

CVRPC's summer intern, Phil Lavoie, was trained to perform culvert and transportation resilience inventories for municipalities. Staff completed culvert inventories for East Montpelier, and are meeting with town staff in Berlin and Calais next.

Regional Planning: Staff attended a Commuter Rail Feasibility Study Meeting. This is a Legislature Study to understand when Commuter Rail will make more sense than using buses. The area being studied is from St. Albans to the Montpelier Area. Consultants were asked to consider Central Vermont's issues of getting riders into downtown Montpelier and Barre City.

Green Mountain Transit is framing a study to look at a complete redesign of its public transit system. The system was started in the 1970s in Burlington. Through the years, routes were added.

based on need and convenience as funding allowed. The study considers what a system what look like if it were designed new today. What efficiencies could be achieved? How might routes be adapted? CVRPC serves as an alternate GMT Board member for Washington County. Contact: Bonnie Waninger, waninger@cvregion.com.

Staff is completing a Story Map to convey the results of a Housing + Transportation Affordability Analysis. Story Maps are an on-line tool that graphically convey a story using maps, photos and geography. Traditional measure of housing affordability ignore the cost of transportation, which is typically a household's second largest expenditure. As a person moves further away from their place of employment, savings from less expensive housing can be offset by increased transportation costs. Later this fall, CVRPC will convene an advisory group to assist us with developing a strategy for moving the Affordability Analysis to a public engagement conversation. Contact Marian Wolz, wolz@cvregion.com.

Transportation Planning Initiative: The TPI FY 16 Work Program & Budget Adjustment, and TPI FY 17 Work Program & Budget was worked on and approved by the Transportation Advisory Committee. Staff participated in the Vermont Transportation Efficiency Network Meeting. Staff learned about combining school and public transit.

NATURAL RESOURCES

GIS: Staff continued to help the Town of Barre to map its sewer manholes. The Town initiated this effort in 2015 and has since recorded an estimated 12,000 sewer manholes through plan review and field reconnaissance using metal detectors. In addition to geo-locating the manholes, CVRPC staff is working with the Town to develop attribute tables about each manhole.

Staff updated Waterbury's Land Use Land Cover and Natural Resources Maps, and assisted Waterbury with its successful application for Village Center Designation for Waterbury Center.

Staff completed iTree training. i-Tree is a state-of-the-art software suite from the USDA Forest Service that provides urban and rural forestry analysis and benefits assessment tools. The i-Tree Tools help communities of all sizes to strengthen their forest management and advocacy efforts by quantifying the structure of trees and forests, and the environmental services that trees provide. This tool can be used by municipalities for mapping trees, tracking energy conservation, providing hydrology balance, and tracking invasive pests. Interested in learning more? Visit <http://www.itreetools.org> or contact Ashley Andrews, Andrews@cvregion.com.

Water Quality: Staff has been participating in the State Treasurer's Water Quality Financing meetings. The Legislature directed the Treasurer to provide a report of potential financing mechanisms for the Clean Water Fund. Potential options have been identified and are being vetted by the working group. It was noted that different financing tools work better for different sectors impacted by Clean Water legislation. A report is expected to be released by December.

Landslide Analysis: Staff attended an Unmanned Aerial Fly Over for a landslide in Barre City. The site was found during an analysis of landslide data along the Jail Branch and the site will be pass along to Barre City for inclusion in their update to the Local Hazard Mitigation Grant.

Northfield Village Green Stormwater: The Rain Garden installation at the Kenyon's Hardware store is complete and treating all the water running off the store parking lot. CVRPC provided project management services for three stormwater management projects. Combined, the three projects provide capture of sediment (and phosphorus) for much of Northfield Village. The latest project involves installing a Downstream Defender, which creates a vortex that spins out sediment.

Mad River Ridge-to-River Stormwater: Five towns in the Mad River watershed - **Warren, Waitsfield, Fayston, Moretown, and Duxbury** - joined together to reduce the impacts of stormwater in their communities. Funded by the High Meadows Fund, this innovative effort combines research into the sources of stormwater with public engagement and planning and technical assistance to develop tools the communities can use separately and together to reduce stormwater runoff and impacts. The Friends of the Mad River manage the effort. CVRPC participates in the project in an advisory capacity and as part of the technical planning team. Staff met with the Friends of the Mad River (project manager) and the Mad River Valley Planning District to begin framing how plans and regulations might be used as one tool.

COMMUNITY DEVELOPMENT

Brownfields: The Brownfields Committee has approved the first two projects for assistance. Ayer Auto, Inc. proposes expansion of its auto service center into a site conveniently located near the Ayer Auto Sales branch. CVRPC will conduct testing for contaminants prior to renovations. The City of Barre will be developing a city parking lot to also serve the new Downstreet Apartments. CVRPC will assist with finishing the clean up design which will allow the city to send out construction bid documents. Two more site applications will be considered in July. Contact Gail Aloisio, Aloisio@cvregion.com.

Washington Access Modification Grant, Calef Public Library: Staff worked with the Library project coordinator on grant award conditions and draft forms, including the Service Agreement for General Administration Services between the Town of Washington and CVRPC.

Healthy Central Vermont: Staff advised the Central Vermont New Directions Coalition about community engagement for municipal planning. The Coalition is conducting visits to municipalities to discuss healthy community planning and examples of things that municipalities can do to incorporate more health into their planning. The Central Vermont New Directions Coalition, working with the Vermont Department of Health, is a resource for you when you are considering actions and recommendations that will make your community healthier.

NEWS & ANNOUNCEMENTS

Staff Updates: CVRPC is pleased to welcome Bonnie MacBrien of Waterbury as its new Finance and Office Manager. Laurie Emery officially, officially retired on June 30, after providing part-time assistance to CVRPC since April and cross training with Bonnie. Thank you, Laurie, for 34 years of excellent service! Laura Ranker, Emergency Planner, joined CVRPC in a full time position on July 1.

Trainings: All CVRPC staff participated in Title VI training. Title VI of the U.S. Civil Rights Act deals with nondiscrimination in federally assisted programs and activities. The law aims to ensure that public funds are not spent in a way that encourages, subsidizes, or results in discrimination.

Title VI bars *intentional* (disparate treatment) and *unintentional* (disparate impacts or effects). If your municipality receives federal funding, check the fine print related to compliance with laws. A Title VI Plan may be in your future. If so, CVRPC staff is available to assist.

Community/Partner Visits: CVRPC staff meeting with municipalities and partners regularly to learn more about their efforts and to offer assistance. A few visits from this month include:

Capstone Community Development - fam tour of facility and programs with its new Director

Barbara Farr - Waterbury's long-term flood recovery and development initiatives

Woodbury Planning Commission - Town Plan update and flood recovery buyout project

Cabot Community Association - Main Street vitalization planning

Maura Collins, VLCT - rural economic planning initiatives

Remember to visit CVRPC's web site at www.centralvtplanning.org to view our blog and for the latest planning publications and news.

Executive Director's Report

June 29, 2016

Addressing Housing Together

Chittenden County is embarking on a campaign – Building Homes Together - to strengthen communities through a coordinated effort to build 3,500 homes by 2021 for people of all incomes. This translates to 700 new homes each year aimed at addressing the county's housing crisis. The campaign will focus on policy changes and access to capital, whether this is new monies, increased funding or avoided costs.

In the upcoming year, CVRPC will leverage the power of people working together to help Central Vermont residents and workers enjoy more of their life. The concept is simple: *Let's live and work in Central Vermont!* As a person move further away from their place of employment, savings from less expensive housing can be offset by increased transportation costs. For every 10 miles less driven each week, an individual can pocket \$10. Reduce your commute by 25 miles a day, and use the extra half hour to laugh with friends or read a good book. Watch for information this September about a Central Vermont approach to addressing our Housing + Transportation Affordability crisis!

Clean Water Conversation – Central Vermont Discussion

Act 64 created a Clean Water Fund to provide additional state funding for water pollution reduction. It established a Clean Water Fund Advisory Committee to supervise the Fund. The Agency of Natural Resources solicited public input on how the funds should be allocated among the various sectors that will be affected by Act 64.

In its initial survey, the Agency found that municipalities had not participated substantially in the survey. The Agency would like to hear from municipal officials regarding Fund priorities. How should available funds be distributed among the sectors? What should be the fund's priorities? CVRPC will be hosting a discussion at the Commission's July 12 meeting. We encourage municipalities to weigh in on this discussion to insure their voices are heard.

RPCs Participate in Workforce Development Efforts

Earlier this month, Vermont Technical College received a \$4 million US Labor Department grant to provide training and education to prepare low- to middle-skilled Vermonters to enter the workforce with better-paying jobs in industries relevant to Vermont's growth. As part of the application, RPCs committed to provide engagement opportunities in their regions, assist in distributing promotional materials, and participate in a project advisory board.

How does workforce development relate to regional planning? This grant is aimed at identifying ways to remove barriers faced by working, low-income Vermont families in accessing and succeeding in education and training. Child care is one of those barriers, and ensuring safe and affordable child care is an RPC statutory responsibility.

For more information about the grant, visit <http://vtdigger.org/2016/06/17/vermont-tech-receives-4-million-federal-grant-for-manufacturing-training/>.

CVRPC Committees and Annual Appointments

STANDING COMMITTEES

Executive Committee

Meets: 4-6pm on the Monday of the week before the Commission meeting.

Term: 1 year beginning July 1; officers typically serve for two years

Members: 4 officers and 3 at-large Commissioners elected annually.

2016 Members: Byron Atwood, Chair; Julie Potter, Vice Chair; David Strong, Treasurer; Tina Ruth, Secretary; Larry Hebert, Laura Hill-Eubanks, and Don LaHaye, At-Large

Duties:

- 1) Carry out decisions and instructions of the Commission.
- 2) Recommend positions to be taken by the Commission, its committees, or staff.
- 3) Act on behalf of the Commission in the absence of a quorum of the Commission when time precludes the delay of decision or action until the next regular Commission meeting.
- 4) Execute other actions as outlined in Commission-adopted policy.
- 5) Management/Operations
 - a. Approve the annual budget, ACCD contract, and Transportation contract
 - b. Accept the annual audit
 - c. Approve budget adjustments that may arise during the year
 - d. Accept grants or other contracts with outside organizations or agencies, et al.
- 6) Personnel
 - a. Approve the addition/elimination of staff positions and the retention of consultant services as recommended by the Executive Director
 - b. Approve amendments to Personnel Policies
- 7) Contractual Commitments
 - a. Approve contracts with consultants as provided for in the Commission's Procurement Procedures
 - b. Approval of contracts will deem to be approval of the payment of invoices provided the work has been done to the satisfaction of the Executive Director.
- 8) Organizational Issues
 - a. Determine and approve Commission meeting agendas
 - b. Determine appropriate action on policy issues that arise from time to time including legislative issues, RPC allocation formula, or other issues affecting the Central Vermont region and its individual constituent cities and towns.

1
2 **Nominating Committee**

3 Meets: As needed, usually in April or May.

4 Term: 1 year beginning July 1; members cannot serve two consecutive terms.

5 Members: 3 Commissioners appointed by the Commission

6 2015 Members: Don La Haye, Waitsfield; Bill Arrand, Worcester; Steve Lospeich, Waterbury

7 Duties: Nominate officers and at-large members of the Executive Committee.

8
9 **Project Review Committee** (Executive Committee Minutes 02/03/14)

10 Meets: As needed, generally 5-7 times per year.

11 Term: 3-year, staggered terms, appointed annually in July.

12 Members: Five municipal Commissioners, one alternate, and project's host municipality
13 Commissioner. One member must be an Executive Committee member.

14 Members (appointment ends): Byron Atwood, Chair (2016); Bob Werneke (2018); Laura Hill-
15 Eubanks (2016); Brian Fitzgerald (Alternate, 2018); Larry Hebert (2017), Richard Payne
16 (2017); Jamie Stewart, CVEDC (Ex-officio, non-voting)

17 Duties: Make determinations on behalf of the full Commission regarding conformance or non-
18 conformance with the Regional Plan for Act 250 and Section 248 applications, based on
19 information provided.

20
21 **ADVISORY COMMITTEES**

22
23 **Regional Plan Review Committee** (Commission Minutes 11/12/13)

24 Meets: As needed.

25 Term: No term established

26 Members: 5 CVRPC Commissioners and 4 regional organizations

27 Original Members: Laura Hill Eubanks (Northfield); Mike Miller (Barre City); Dara Torre
28 (Moretown); Tim Carver (East Montpelier); David Strong (Plainfield); Ed Larson (Barre
29 Granite Association); David Rubin (Capstone Community Action); Sophie Sauve (Winooski
30 Natural Resources Conservation District), Scott Bascom (VT Agency of Transportation).

31 Current Members: Laura Hill-Eubanks (Northfield); Dara Torre (Moretown); David Strong
32 (Plainfield); Dan Hoxworth (Capstone Community Action); Scott Bascom (VT Agency of
33 Transportation VT Agency of Transportation)

34 Duties: Develop and recommend updates to the Regional Plan to the full Commission.

1 **Town Plan Review Committee**

2 Meets: As needed.

3 Term: 1 year, appointed in July

4 Members: 5 Commissioners; customarily, 1-2 Commissioners from adjacent communities
5 appointed by Commission to participate on an ad hoc basis

6 FY2016 Members: Julie Potter; Ron Krauth; George Malek; Paul Rose; Bill Arrand

7 Duties: Review town plans for conformance to statutory requirements and make
8 recommendation to the Commission regarding Regional Approval.

10 **Transportation Advisory Committee** (established 1993)

11 Meets: Fourth Tuesday of each month.

12 Term: 1 year, beginning July 1

13 Members: 23 town members appointed by municipalities and representatives of transit, airport,
14 VTrans appointed by those organizations

15 FY2016 Members: Scott Bascom (Barre City); Harry Hinrichsen (Barre Town); Bob Wernecke
16 (Berlin); Kevin Lehoe (Cabot); David Ellenbogen (Calais); Vacant (Duxbury); Frank Pratt
17 (East Montpelier); Kevin Russell (Fayston); Vacant (Marshfield); Ronald Krauth
18 (Middlesex); Dona Bate (Montpelier); Joyce Manchester (Moretown); Jeff Schultz
19 (Northfield); Lee Cattaneo (Orange); Bob Atchinson (Plainfield); Gerry D'Amico (Roxbury);
20 Don LaHaye (Waitsfield); Vacant (Warren); Ray McCormack (Washington); Steve Lotspeich
21 (Waterbury); Larry Hebert (Williamstown); Vacant (Woodbury); Bill Arrand (Worcester)

22 Duties: Review and make recommendations on Transportation Planning Initiative functions,
23 those being development of the Regional Transportation Plan and its recommendations; and
24 the development, project prioritization, and recommendations for the Transportation
25 Improvement Program.

27 **Personnel Policy Committee** (established 2014)

28 Meets: As needed.

29 Term: None established

30 Members: 3 Commissioners

31 2014-2016 Members: Julie Potter, Tina Ruth, Laura-Hill Eubanks

32 Duties: Recommend revisions to the Personnel Policies.

1 **Brownfields Advisory Committee** (ad hoc; re-established 2016)

2 Meets: As needed.

3 Term: 2 years

4 Members:

5 1) Voting - 5 Commissioners and 1 alternate, CVEDC, VT Dept. of Health, up to 12
6 members, at minimum representing housing, real estate, finance, at-risk populations,
7 solid water and the environment

8 2) Non-voting members: EPA, VT Agency of Commerce, VT Dept. of Environmental
9 Conservation

10 2016-2018 Members:

11 1) Voting - Janey Shatney (Barre City); Julie Potter (East Montpelier); George Malek
12 (Orange); Ron Krauth (Middlesex); Anita Kelman (Capstone Community Action); Brad
13 Denny (Town of Northfield); Alison Friedkin (Downstreet Housing & Community
14 Development); Sam Andersen (CVEDC); Sasha Bianchi (VT Dept. of Health, Barre
15 District)

16 2) Non-Voting - Dorrie Paar, EPA

17 Duties:

18 1) Recommend investment of brownfield funds to the Executive Committee.

19 2) Assist to identify and prioritize communities or neighborhoods in need of support for
20 brownfields revitalization and the projects that will support those efforts

21 3) Develop brownfield-related policies for recommendation to the Commission, and provide
22 input into any policies developed by the Commission related to brownfields.

23 4) Provide oversight for and assist in the development of the Commission's brownfields
24 work program and budget.

25 5) Participate in public outreach efforts, including education of the professional community,
26 public notification, liaison to municipalities and other local and regional boards as
27 appropriate, and other activities.

28 6) Maintain site selection criteria.

29 7) Review and prioritize nominated sites for inclusion in the Region's brownfields program

30 8) Assist in the hiring of consultants and oversee consultant progress to bring projects to
31 completion.

33 **Clean Water Advisory Committee** (established 2016)

34 Meets: As needed.

35 Term: Under development.

36 Members: Under development

1 2016 Members: Commissioners – Ron Krauth, Middlesex and Michael Gray, Woodbury; Other
2 members have not been appointed.

3 Duties: Guide the Commission's work plan related to programs and projects that would be
4 impacted by the Clean Water Act.

5 6 7 **ANNUAL APPOINTMENTS**

8 9 **Vermont Association of Planning & Development Agencies:**

10 Meets: First Thursday of the month in June and December

11 Appointee: Commissioner

12 Term: 1 year

13 FY2016 Member: Byron Atwood

14 Duties: Participate in two meetings a year

15 16 **Vermont Economic Progress Council**

17 Meets: Monthly, normally on the fourth Thursday of the month in Montpelier; attend only when
18 there is an application from the region; participation is non-voting

19 Term: 1 year

20 Appointee: As desired by the Commission. RPCs usually designate their Executive Directors to
21 VEPC, but some RPCs have designated Board members to the position.

22 FY2016 Member: Bonnie Waninger

23 Duties: Participate in two meetings a year

24 25 **Green Mountain Transit** (formerly CCTA dba GMTA)

26 Meets: Third Tuesday of the month at 7:30am in Burlington; 3 times a year, meets in different
27 locations in its service area at 4 or 5 pm

28 Term: 3 years

29 Appointee: As desired by the Commission. RPCs usually designate their Executive Director or
30 Transportation Planner

31 FY2016 Member: Harold Garabedian (Commissioner); Bonnie Waninger (Alternate)

32 Duties: Annually, set long-term goals to guide the General Manager and the priorities of the
33 organization for that fiscal year; monitor progress in meeting the goals; participate on a
34 committee as designated by the Chair



Central Vermont Regional Planning Commission

FY2017 Workplan

Introduction

The Central Vermont Regional Planning Commission (CVRPC) leverages the power of working together to enhance the vitality and prosperity of Central Vermont communities and residents. CVRPC's professional, skilled staff expands local capacity, and works to link local, state, and federal visions for the future. This Workplan is the Commission's annual statement of planned activities.

CVRPC is one of eleven Commissions in Vermont. CVRPC operates under the Vermont Municipal and Regional Planning and Development Act (V.S.A. Title 24, Chapter 117) and its adopted bylaws. All municipalities, by law, are members. However, active municipal participation in CVRPC affairs is voluntary.

The Central Vermont Regional Planning Commission Board of Commissioners governs its policies and activities. Commissioners are appointed by the Region's 23 municipalities. The Central Vermont Regional Planning Commission:

- ❖ conducts regional planning programs;
- ❖ assists our municipalities through education, technical assistance, grants and funding and aids them in their planning efforts as authorized by Vermont planning laws;
- ❖ serves as a center of information and as a resource to support the region and its municipalities' interest, growth patterns, and common goals; and
- ❖ provides a forum for discussion of issues which cross municipal boundaries, are regional in nature and/or unique to our area of the state.

Finance

Funding for the Commission's \$1.5 million budget comes from a combination of core sources, special projects, and town appropriations. In FY2017, this includes:

- | | |
|---|---|
| ❖ \$71,537 - Town appropriations (5%); | ❖ \$42,149 - Division of Emergency Management (3%); and |
| ❖ \$272,253 - Agency of Commerce and Community Development (18%); | ❖ \$702,773 - special project contracts (47%). |
| ❖ \$237,191 - Agency of Transportation (16%); | |

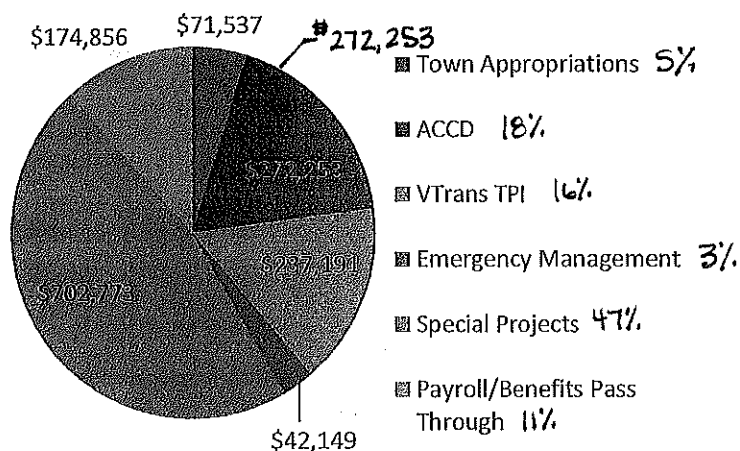
The Commission also provides payroll and benefit services to the Mad River Valley Planning District and Cross Vermont Trail, resulting in pass through funds total \$174,856 (11%).

Town appropriations total 5% of CVRPC's budget. This critical investment in regional shared staffing leverages the majority of special project and transportation planning funds that benefit municipalities.

The Commission's yearly audit is posted to its website, www.centralvtplanning.com, as audits are completed.

The Commission has a four-year plan for equipment upgrade and replacement and maintains a long-term reserve fund. These resources help to cushion the impact of fluctuating funding and help to preserve the Commission's ability to provide services.

FY2017 Revenues by Sources



Regional Planning

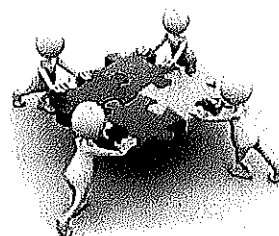


CVRPC continues its work to create *Plan Central Vermont: Shaping Our Region From the Ground Up*. This planning process is bringing together residents, elected leaders, the professional community, and community-based organizations in a conversation around how to best address issues and ensure the long-term health and vitality of the Central Vermont Region. The Plan builds on past regional planning efforts and looks towards the future using the vision created through public engagement.

In FY2017, CVRPC continues its partnership with SerVermont to host an AmeriCorps VISTA member. The VISTA member will work to integrate aspects of poverty alleviation into *Plan Central Vermont* by developing, promoting and implementing various stakeholder and community engagement activities.

CVRPC's statutory duties include participating in Act 250 and Section 248 project review, and completing regional approvals of municipal plans upon request of municipalities. Through its participation, CVRPC aims to positively shape development and support municipal and regional growth goals. Regional approvals verify that a municipal plan addresses all elements and State goals required by statute. Municipalities with regionally approved plans are eligible for certain State grants.

CVRPC comments on State and Federal Agency plans and proposals so regional and local viewpoints are considered and policy issues are informed by RPC research and analysis. In FY2107, CVRPC anticipates providing a Central Vermont perspective for the Vermont's Forest Fragmentation approach, State discussions about the infrastructure needed to support economic development in downtowns and village centers, the State Planning Manual, Vermont's Comprehensive Energy Plan update, and other opportunities that may arise.



CVRPC coordinates activities with other organizations within the region and represents the interests of the Region on commissions, committees, and boards including: Central Vermont Economic Development Corporation, Green Mountain Transit, VT GIS Enterprise Consortium, Urban & Community Forestry Program, Transportation Alternatives Program, and VT Association of Planning & Development Agencies.

Education & Trainings

CVRPC provides opportunities for its Commission and municipalities to learn about pertinent topics. In FY2017, CVRPC will sponsor or present multiple workshops, such as:

- ❖ Planning for Economic Development;
- ❖ Village Center/Vermont Neighborhood;
- ❖ Housing
- ❖ Essentials of Land Use Planning and Regulation;
- ❖ Hazard mitigation plans;
- ❖ Essentials of Land Use Planning;
- ❖ Resiliency and/or water quality, such as municipal plan requirements for flood resiliency, ERAF requirements, river corridor procedures for Act 250, or VANR stream emergency protection measures; or
- ❖ other municipally-requested topics.



CVRPC will also publicize and host statewide trainings delivered at the regional level.

CVRPC produces a newsletter that contains information about ongoing events as well as technical assistance and general education. CVRPC hosts a Facebook page and both Commission and Plan Central Vermont websites, and it writes the Plan Central Vermont blog.

Municipal Assistance

CVRPC assists local communities and their boards/committees to achieve their community visions and goals. Our Geographic Information Systems (GIS) mapping and analysis capabilities are an integral part of ongoing projects at the Commission, as well as a standalone area of work.

Throughout the year, municipalities identify areas of assistance, including the following FY2017 efforts:

- | | |
|---|--|
| <ul style="list-style-type: none"> ❖ <i>Barre City</i> - Flood resiliency implementation; local hazard mitigation plan; Brownfields technical assistance/potential assessment; Stormwater Master Planning; Local Emergency Operations Plan. ❖ <i>Barre Town</i> – Manhole inventory attribution; local hazard mitigation plan; road erosion | <ul style="list-style-type: none"> inventory; S.260 energy planning (tentative); assess Middle Rd in the High Risk Rural Road Program; Stormwater Master Planning; Local Emergency Operations Plan. ❖ <i>Berlin</i> –Town Plan update; New Town Center designation planning; S.260 energy planning (tentative); culvert inventory; |
|---|--|

Parcel Mapping Web Site; Local Emergency Operations Plan.

- ❖ *Cabot* - Local hazard mitigation plan; economic planning grant writing assistance; Parcel Map assistance; Local Emergency Operations Plan.
- ❖ *Calais* -- Town Plan review/update assistance; culvert inventory; Local Emergency Operations Plan.
- ❖ *Duxbury* --Ridge-to-River stormwater assistance; culvert inventory; road erosion inventory; Local Emergency Operations Plan.
- ❖ *East Montpelier* - Village master plan and zoning assistance; Town Plan consultation; culvert inventory; Local Emergency Operations Plan.
- ❖ *Fayston* - Ridge-to-River stormwater assistance; local hazard mitigation plan; requested review of LUR revisions; assess German Flats Road in the High Risk Rural Road Program; Local Emergency Operations Plan; Capital Budget update.
- ❖ *Marshfield* -- Zoning update assistance; grant writing assistance; Local Emergency Operations Plan.
- ❖ *Middlesex* - Local hazard mitigation plan; Town Plan consultation; road erosion inventory; Local Emergency Operations Plan.
- ❖ *Montpelier* -- Brownfields technical assistance/potential assessment; Town Plan consultation; culvert inventory; participate in the Complete Streets Design Guidelines; Local Emergency Operations Plan.
- ❖ *Moretown* - Ridge-to-River stormwater assistance; road erosion inventory; Local Emergency Operations Plan.
- ❖ *Northfield* -- Stormwater project implementation and funding assistance; brownfield area wide assessment assistance;

local hazard mitigation plan; Local Emergency Operations Plan.

- ❖ *Orange* - Local hazard mitigation plan; road erosion inventory; Town Plan consultation; Local Emergency Operations Plan.
- ❖ *Plainfield* --Local hazard mitigation plan update; River Corridor assistance; Stormwater Master Planning; Local Emergency Operations Plan.
- ❖ *Roxbury* - Local hazard mitigation plan; Local Emergency Operations Plan.
- ❖ *Waitsfield* -- Ridge-to-River stormwater assistance; local hazard mitigation plan; road erosion inventory; Local Emergency Operations Plan.
- ❖ *Warren* -- Ridge-to-River stormwater assistance; S.260 energy planning (tentative); Town Plan update; participate in the Sugarbush Access Road bicycle and pedestrian study; Local Emergency Operations Plan; Capital Budget update.
- ❖ *Washington* --Library accessibility grant administration; Town Plan consultation; culvert inventory; Local Emergency Operations Plan.
- ❖ *Waterbury* -- River Corridor Zone assistance; local hazard mitigation plan; Town Plan consultation; Local Emergency Operations Plan.
- ❖ *Williamstown* --Town Plan implementation assistance; culvert inventory; Local Emergency Operations Plan.
- ❖ *Woodbury* --Town Plan update; Country Store buyout/Brownfields technical assistance; potential assessment; Local Emergency Operations Plan.
- ❖ *Worcester* - Local hazard mitigation plan; Town Plan consultation; Local Emergency Operations Plan.

Transportation

Transportation investments fuel growth in Central Vermont. CVRPC staff works closely with the Transportation Advisory Committee (TAC) to advise the Vermont Agency of Transportation regarding regional transportation needs through the Transportation Planning Initiative. Significant projects for FY2017 include: municipal assistance to meet requirements of the VT Clean Water Act, preparing transportation resiliency analysis, participating on the Green Mountain Transit board during a transit system redesign effort, and hosting workshops for road foremen.

CVRPC conducts traffic, turning movement and bicycle and pedestrian counts, culvert and road erosion inventories, and park-and-ride lot capacity surveys for the Region's facilities. This work provides hard data to accompany local knowledge, positioning municipalities to secure funds that augment municipal budgets and enabling informed decision making.

CVRPC staff extends municipal capacity by connecting municipalities to State resources and providing technical assistance, such as coordinating Road Safety Audits and High Risk Rural Road analysis to identify short-term road safety improvements for crash sites. We also assist with Better Back Roads and Transportation Alternatives Program grant applications.

In FY2017, CVRPC will also assist four communities to conduct road erosion inventories and build capital budgets for project implementation through the Vermont Better Back Roads Program. The Program's goal is to promote the use of erosion control and maintenance techniques that save money while protecting and enhancing Vermont's lakes and streams.

Emergency Management

CVRPC has continued working with communities and other partners to increase the resiliency of roads, bridges, and neighborhoods and to enhance community preparedness in the aftermath of 2011 flood events. In FY2017, CVRPC will:

- ❖ provide technical assistance to communities on flood hazard mitigation projects;
- ❖ assist municipalities with Local Emergency Operation Plan development and updates;
- ❖ updated Hazard Mitigation Plans for at least 9 municipalities;
- ❖ staff the State Emergency Operations Center during severe weather events to connect municipalities with resources and increase awareness of road closures;
- ❖ increase knowledge through trainings and workshops, such as: Incident Command Systems courses and the State Emergency Preparedness Conference; and
- ❖ provide administrative and staff support to the Local Emergency Planning Committee (LEPC.#5), which works to plan for chemical emergency prevention and response.

CVRPC assists communities with emergency management and public safety using funding from the Vermont Division of Emergency Management and Homeland Security and the Federal Emergency Management Agency

Brownfield Redevelopment

Brownfields are properties that are abandoned or underused due to the suspicion of contamination by either hazardous substances or petroleum products. These sites would likely be viable commercial, industrial, housing or green space properties if they could be cleared of suspected contamination. CVRPC's Brownfields Program supports environmental assessments and site redevelopment planning that can level the playing field for public, private, and non-profit investors who wish to locate in the heart of our communities.

CVRPC's Brownfield Program:

- ❖ expands housing choices and supports downtown vibrancy;
- ❖ fosters workforce training opportunities for disadvantaged youth;
- ❖ preserves history and creates public parks;
- ❖ advances community connections through community paths and public transit;
- ❖ grows community knowledge about risks and hazards of contamination; and
- ❖ engages local governments in decisions about brownfield assessments and redevelopment initiatives.



Watersheds

CVRPC continues to be active in water quality and river management activities in the Region. Many of these activities are aimed at assisting municipalities to protect critical infrastructure like roads, bridges, and water/sewer lines and restoring floodplain areas. In FY2017, CVRPC will:

- ❖ work with municipalities to identify, develop and fund projects that mitigate conflicts between infrastructure and streams;
- ❖ work with communities on understanding requirements for participation in the National Flood Insurance Program (NFIP) and its Community Rating System, a voluntary incentive program that rewards community floodplain management activities that exceed the minimum NFIP requirements through flood insurance premium rate reductions for community residents and businesses;
- ❖ build on river assessments by compiling and prioritizing mass failures, landslides, and gully locations to better understand what makes some of these location more active than others;
- ❖ support a five-town planning effort aimed at reducing stormwater impacts using regulatory and non-regulatory approaches. CVRPC will participate in the project task force, advance land use planning initiatives in partnership with the Mad River Valley Planning District, and foster implementation of priority recommendations from CVRPC's Mad River Valley transportation resilience study; and
- ❖ pilot a template procedure for collecting data and local input to update and revise the Statewide River Corridor base layer.

Energy Planning

In FY2017, the Commission will begin development of a Regional Energy Plan, an effort funded through the Vermont Public Service Department. The project focuses on accomplishing the Vermont's energy goal of having renewable energy sources provide 90% of the state's total energy demand by 2050.

Vermont Energy Investment Corporation (VEIC) has create a model that would enable the State to meet 90% of its regional energy demand through renewable sources by 2050. CVRPC will work with VEIC to develop a regional model to provide CVRPC with information about what future energy demand in the region may look like in 35 years, and how the state goal would look from a regional perspective. It will also provided CVRPC with information about how much additional renewable energy would ideally be generated in the region to ensure that the State meets its renewable energy goals.



© Can Stock Photo - csp15354157

Another key element of the project is to analyze siting of renewable energy generation facilities in Central Vermont. CVRPC will host meetings to gather public input on the topic of siting. The meetings will provide an opportunity for the public to contribute to the conversation about the siting of renewable energy generation facilities and to discuss their implications, both positive and negative, upon the region and the state.

CVRPC intends to have the future Regional Energy Plan clearly identify areas in the region appropriate for renewable energy generation facilities development. The project will also focus upon creating specific regional goals and actions to be accomplished for the State's energy goals.

CVRPC will participate in the Public Service Department's effort to develop guidance for local and regional energy plans. For local communities desiring to take advance of the substantial deference provision in S.260, CVRPC will provide comprehensive energy planning services.

GIS Services

CVRPC provides fee-for-service Geographic Information System (GIS) services to member municipalities and non-profit partners. GIS mapping analysis helps our partners understand and visualize data to make decisions based on the best information.

CVRPC welcomes additional requests for assistance throughout the year. Requests are filled on a first come, first served basis based on staffing capacity.

Fiscal Services

CVRPC provides a variety of fiscal services to local organizations and non-profits. CVRPC provides payroll services and staff support to the Wrightsville Beach Recreation District, payroll and bookkeeping services for the Mad River Valley Planning District, bookkeeping services to the Mad River Resource Management Alliance, and fiscal agent services for Local Emergency Planning Committee #5.

Board of Regional Commissioners

<i>Barre City</i>	<i>Janet Shatney</i>
<i>Barre Town</i>	<i>Byron Atwood, Chair</i>
	<i>Mark Nicholson, Alt.</i>
<i>Berlin</i>	<i>Bob Wernecke</i>
<i>Cabot</i>	<i>Dick Payne</i>
<i>Calais</i>	<i>Paul Rose</i>
	<i>John Brabant, Alt.</i>
<i>Duxbury</i>	<i>Brian Fitzgerald</i>
	<i>Alan Quackenbush, Alt.</i>
<i>E. Montpelier</i>	<i>Julie Potter, Vice Chair</i>
	<i>Jack Panby, Alt.</i>
<i>Fayston</i>	<i>Carol Chamberlin</i>
<i>Marshfield</i>	<i>VACANT</i>
<i>Middlesex</i>	<i>Ron Krauth</i>
<i>Montpelier</i>	<i>Tina Ruth, Secretary</i>
	<i>Kim Cheney, Alt.</i>
<i>Moretown</i>	<i>Dara Torre</i>
<i>Northfield</i>	<i>Laura Hill-Eubanks</i>
<i>Orange</i>	<i>George Malek</i>
<i>Plainfield</i>	<i>David Strong, Treasurer</i>
	<i>Robert Atchinson, Alt.</i>
<i>Roxbury</i>	<i>Gerry D'Amico</i>
<i>Waitsfield</i>	<i>Don La Haye</i>
	<i>Harrison Snapp, Alt.</i>
<i>Warren</i>	<i>Camilla Behn</i>
<i>Washington</i>	<i>Gary Winders</i>
<i>Waterbury</i>	<i>Steve Lotspeich</i>
<i>Williamstown</i>	<i>Larry Hebert</i>
<i>Woodbury</i>	<i>Michael Gray</i>
<i>Worcester</i>	<i>Bill Arrand</i>



FY2017 CVRPC Staff

<i>Bonnie Waninger</i>	<i>Executive Director</i>
<i>Bonnie MacBrien</i>	<i>Finance & Office Manager</i>
<i>Steve Gladczuk</i>	<i>Senior Planner</i>
<i>Dan Currier</i>	<i>Program Manager</i>
<i>Ashley Andrews</i>	<i>Planner</i>
<i>Eric Vorwald</i>	<i>Senior Planner</i>
<i>Gail Aloisio</i>	<i>Assistant Planner</i>
<i>Laura Ranker</i>	<i>Planner</i>
<i>Sarah McShane</i>	<i>Planner</i>
<i>Marianne Wolz</i>	<i>AmeriCorps VISTA</i>

Central Vermont Regional Planning Commission

FY17 Budget

Adopted by the Executive Committee 06 / 06 / 16

Byron Atwood, Chair

	04.04.16 FY 16 Budget*	05.24.16 FY 17 Budget	FY16-17 Difference	Percent Change	Budget Change Notes
REVENUES	784,148	1,500,759	716,611	91.4%	
Community Development	20,224	227,557	207,333	1025.2%	Brownfield consultants, energy planning
GIS Fee For Service	6,000	6,000	0	0.0%	
Interest	0	0	0	-	
Municipal Contracts	16,769	248,222	231,453	1380.2%	Consultant funds for stormwater projects
Natural Resources	28,552	59,119	30,567	107.1%	
Other Income	7,350	182,206	174,856	2379.0%	Majority is MRVPD & Cross VT Trail personnel pass through
Public Safety	145,765	180,674	34,909	23.9%	
State Allocation (ACCD)	272,253	272,253	0	0.0%	
Town Appropriations	71,537	71,537	0	0.0%	
Transportation	215,698	253,191	37,493	17.4%	3% increase in TPI funding
Reserves	0	0	0	0.0%	
	FY 16 Budget	FY 17 Budget	FY16-17 Difference	Percent Change	FY 17 Budget Change Notes
EXPENSES	774,139	1,494,402	720,263	93.0%	
Advertising	0	3,030	3,030	-	
Consultants	81,066	484,186	403,120	497.3%	Reflects annual project makeup
Copy/Print	5,550	5,550	0	0.0%	
Dues/Memberships	7,810	10,520	2,710	34.7%	Increase for event sponsorships
Equipment	3,600	3,720	120	3.3%	Purchasing 3 computers
Equipment Repair/Srvc	0	1,220	1,220	-	
Fringe Benefits	137,403	223,401	85,998	62.6%	Increase for Emer Planner to full-time, new F-OM benefits & 3-mo temporary assistance; includes passthrough payroll
Insurance	1,576	1,517	(59)	-3.7%	
Interest	0	10	10	-	
Meeting/Programs	6,730	13,833	7,103	105.5%	Reflects project makeup & budgeting for professional dev
Office Rent/Util/Repair	42,739	42,859	120	0.3%	
Other Expense	3,000	1,248	(1,752)	-58.4%	
Payroll	420,885	590,794	169,909	40.4%	Increase for Emergency Planner to full-time; include passthrough service amounts; 3-mo temporary assistance
Postage	2,530	3,000	470	18.6%	
Professional Services	26,900	47,930	21,030	78.2%	Staff training
Reserve Contribution	10,000	16,300	6,300	63.0%	Server 10,000 & General Reserves 6,300
Software / Licenses	1,000	6,080	5,080	508.0%	
Subscriptions / Publications	0	2,941	2,941	-	
Supplies - Office	5,700	5,350	(350)	-6.1%	
Supplies - Billable	0	3,109	3,109	-	
Telephone / Internet	5,650	6,480	830	14.7%	
Travel	12,000	21,324	9,324	77.7%	Reflects project makeup and budgeting for professional dev
BAL END	10,009	6,357	(3,652)	-36.5%	

*Categorization is an estimate for purposes of comparison

Central Vermont Regional Planning Commission
FY17 Budget
As of 05/24/16

Total Revenue **\$1,500,759**

Community Development		\$227,557
EPA Brownfields FFY15	\$217,557	
BCRC Regional Energy Planning	\$10,000	
S.230 Local Energy Planning	\$0	Bill likely to be vetoed; not clear if will be reinstated
GIS Fee For Service		\$6,000
Municipal Parcel Mapping	\$2,165	
Municipal Other	\$2,735	
Non-Profit/Regional Partner	\$1,000	
Private	\$100	
Interest		\$0
Municipal Contracts		\$248,222
FY16 ERP Stormwater Masterplan	\$95,641	Barre Town, Barre City & Plainfield
Northfield Village Green Stormwater	\$99,450	FY16 ERP grant
East Montpelier Village Masterplan	\$15,536	MPG
Barre Town Manhole	\$5,000	
Marshfield Bylaws	\$3,750	
CDBG Washington Library	\$2,229	Program management services for accessibility modifications to the library
FY17 MPGs	\$0	Marshfield zoning, 4 town plans,
FY17 ERP Berlin Stormwater Masterplan	\$26,616	
Natural Resources		\$59,119
VANR 604B FFY17	\$4,000	Application due in fall
Clean Water Initiative FY16	\$12,400	Planning and municipal education for VT Clean Water
Clean Water Initiative FY17	\$10,000	Preliminary indication from Agency that work will continue.
DEC HMGP River Corridors	\$19,444	Mitigation project tables for Plainfield/Waterbury & river corridor maps for Waterbury
FY17 ERP Moretown Mad River Corridor Plan	\$13,275	
Other Income		\$182,206
Mad River Valley Planning District Bookkeeping	\$4,750	
Mad River Valley Planning District Pass-through	155,823	MVRPD staff are paid through CVRPC and billed back to the organization
Wrightville Beach Recreation District Bookkeeping	\$2,600	
Cross Vermont Trail Pass-through	\$19,033	Cross Vermont Trail staff are paid through CVRPC and billed back to the organization
Public Safety		\$180,674
DEMHS Emergency Mangmt Planning Grant (EMPG) FFY 16	\$31,261	Award amount anticipated to return to FY15 amount
DEMHS Emergency Mangmt Planning Grant (EMPG) FFY 15	\$0	Anticipate fully expending by 6/30
Local Emergency Planning Committee (LEPC)	\$4,000	Administrative services, including expenses
DEMHS Vigilant Guard Exercise	\$6,888	State Emergency Operations Center staffing
DEMHS HMGP Mega	\$70,000	Hazard Mitigation Plans for 9 Towns
DEMHS HMGP Mega Administration	\$1,395	
DEMHS HMGP Mega Town Contribution	\$0	Town contributions to project
ACCD CDBG 18 Elevation	\$67,130	Hydrologic analysis and develop flood inundation data and
State Allocation (ACCD)		\$272,253
Town Appropriations		\$71,537
Transportation		\$253,191
VTrans Transportation Planning Initiative (TPI) FFY17	\$169,787	
VTrans Transportation Planning Initiative (TPI) FFY16	\$67,404	
VTrans Better Back Roads FY16	\$8,000	Road erosion assessments for 4 towns
VTrans Better Back Roads FY17	\$8,000	Road erosion assessments for 4 towns

Notes: Gray shading denotes risk areas, such as annual contracts that will not be confirmed until the fiscal year has begun; grant award not under contract, and prospective contracts with a reasonable expectation of award.

Central Vermont Regional Planning Commission

FY17 Budget

As of 05/24/16

Total Expenses \$1,494,402

Advertising		\$3,030
Administrative	300	
ACCD	300	Regional Plan & Municipal Plan Approval hearings
Community Development	550	
Municipal	0	
Natural Resources	0	
Public Safety	1,730	Annual flood insurance awareness; LEPC; Haz Mit Plans
Transportation	150	
Consultants		\$484,186
Admin	0	
ACCD	10,000	Professional editing for Regional Plan
Brownfields	200,000	Site assessments and corrective action planning
CDBG 18 Elevation	60,000	Flood model
FY16 ERP Stormwater Masterplan	85,000	3-town project
Northfield Village Green ERP FY16	96,930	Stormwater installation
Berlin Stormwater Masterplan	23,529	
Moretown Mad River Corridor Plan	8,727	
Copy / Print		\$5,550
Lease	5,100	
Color Copies	325	Regional Plan
Property Tax	125	
Dues / Memberships / Sponsorships		\$10,520
VAPDA	6,050	Annual Dues 4550; special project assessment 500; CVRPC participation in multi-RPC activities 1000
VT League of Cities & Towns	760	
Nat'l Assoc. of Development Orgs	2,000	
Assoc. of State Floodplain Managers	240	Certified Floodplain Manager exam & ASFPM membership
VT Community Development Assoc.	50	
VT Planners Assoc.	150	7 staff
American Planning Association	270	Salary based
Conference/Workshop Sponsorships	1,000	Estimated 2-4 at \$250-500 each
Equipment / Furniture		\$3,720
Capital: Non-Billable	2,000	computers 2@1000 (FOM, ED)
Capital: Billable	1,000	computer 1@1000 ea (EM)
Office Furniture	720	File cabinets for FOM office
Office Equipment	0	
Other	0	
Equipment Repair & Service		\$1,220
Telephone System	300	
Repair & Service	920	Traffic counter repair

Central Vermont Regional Planning Commission

FY17 Budget

As of 05/24/16

Total Expenses		\$1,494,402
Fringe Benefits		\$223,401
FICA	35,002	Medicaid & Social Security taxes
Health Ins.	103,127	Budgeted 10% premium increase for CY17
Dental Ins.	7,764	
Vision Ins.	0	Not provided
Retirement	22,877	5% of salary
Disability Ins.	920	
Life Ins.	3,551	
Unemployment Ins.	1,039	Anticipated increase at mid-year reconciliation
Workers Comp Ins.	1,752	Anticipated increase at mid-year reconciliation
MRVPD Staff Fringe	46,024	FICA, retirement, health, dental, life, disability, workers comp ins, unemployment ins
Cross Vermont Trail Staff Fringe	1,346	FICA, workers comp ins, unemployment ins
Insurance		\$1,517
General Liability (Property/Vehicle/Fire)	1,517	Policy includes Public Officials Liability
Interest		\$10
Meeting / Programs		\$13,833
Admin	7,000	professional development; 2000 formal dinner for 50th celebration
ACCD	4,200	300 educational workshops; 775 Commission mtgs; prof dev
Energy Planning	300	
Brownfields	450	in-state trainings, EPA conference
Municipal	0	
Natural Resources	200	
Public Safety	533	LEPC meetings, Haz Mit Plans
Transportation	1,150	TAC & project mtgs, professional development
Office Rent / Utilities / Repairs		\$42,859
Rent	41,059	Lease through 09/30/2020; 1-year notice
Office Cleaning	1,680	140/mo
Repairs & Other Maintenance	120	
Other Expense		\$1,248
Miscellaneous	300	Gifts, non-billable fees, etc.
LEPC storage rental	948	
Payroll		\$590,794
Gross Pay	457,537	8 FTE plus intern; includes raises & bonuses
Overtime	5,000	New US DOL law reclassifies 3 employees as non-exempt
	109,799	MRVPD pass through
	17,600	Cross VT Trail pass through
	858	direct deposit fees

Central Vermont Regional Planning Commission

FY17 Budget

As of 05/24/16

Total Expenses		\$1,494,402
Postage		\$3,000
Postage Machine	700	175/qtr meter lease
Postage	2,300	1500/year; Regional Plan
Professional Services		\$47,930
Audit	10,500	Single Audit not anticipated
Bookkeeping	16,480	CPA training of and audit assistance to Finance/Office
Benefits Administration	250	Section 125 Cafeteria Plan
IT/Computer	5,500	
Legal	3,100	1000 general contract/personnel; 1000 Personnel Policy review; 600 Brownfields; 500 CDBG
Staff Training	10,000	High impact presentations 2-day workshop (all staff)
Videography	2,100	175/mo for Commission meetings
Reserve Contribution		\$16,300
General	6,300	
Equipment/Capital	10,000	Server due for replacement in FY18
Office Renovation	0	
Software / Licences		\$6,080
ESRI GIS License	3,600	1600 single; 1500 concurrent; 500 Spatial Analyst
Intuit Quickbooks Pro	519	Annual service plan
Microsoft Exchange 365	562	Remote access (email)
Tech Soup	318	Quickbooks license 1 @ 50; Adobe Standard 4 @ 55 each; Antivirus 12@4
Log Me In	349	Remote access
Community Remarks	280	Community outreach map for Regional Plan
Network Solutions	352	CVRPC & Plan Central VT websites
Domain Name	100	Sovernet
Subscriptions		\$2,941
Times Argus	190	e-subscription
Valley Reporter	22	e-subscription
Front Porch Forum	2,160	Allows postings to 23 forums in the region (outreach tool)
HRHero.com	329	VT Employment Law Letter (human resource law updates)
E-marketing	240	e-marketing (newsletter, workshop notices, etc.)
Supplies - Office		\$5,350
General Office	3,500	
GIS	1,200	
Bottled Water	650	

Central Vermont Regional Planning Commission

FY17 Budget

As of 05/24/16

Total Expenses		\$1,494,402
Supplies - Billable		\$3,109
ACCD	1,740	Economic data
Municipal	15	
Economic Development	0	
Public Safety	500	
Natural Resources	54	
Transportation	800	traffic counting 300; field camera 500
Telephone / Internet		\$6,480
Telephone Lease	5,100	
Internet Service	1,380	2-year contract ends
Travel		\$21,324
Administrative	5,000	VAPDA & other mtgs
ACCD	4,540	Municipal & State meetings
Community Development	2,100	Brownfields trainings and site visits; energy outreach
Municipal	581	Municipal contract meetings
Natural Resources	719	Trainings
Public Safety	2,084	Site visits, meetings
Transportation	6,300	TPI 4950; BBR Rd Erosion 1350

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Reserve Fund

As of 05/24/16

Reasons for Reserve Fund:

- to ensure the Commission can continue to provide a useful level of services in times of tight budget years;
- to provide for emergency funds, should they be needed;
- to ensure sufficient funding to close down, should that ever be the case.

Recommendation: 6 months minimum operating expenses*

\$389,313.09

Current Reserves:	\$11,186
	\$11,186 Unrestricted/Unassigned - general reserves
	\$0 Unrestricted/Committed - emergency equipment purchases & other capital expenses
	\$0 Unrestricted/Committed - accrued compensated absences (liability for Vacation and Sick time)

Balance (+/-): (\$378,127)

Minimum Monthly Expenses:

Total \$64,886

Equipment	\$310
Fringe Benefits	\$14,669
Insurance	\$126
Office Rent/Utilities	\$3,572
Other Expense	\$104
Payroll	\$38,128
Postage	\$250
Printing/Copies	\$463
Prof Services	\$3,994
Software (licenses)	\$507
Supplies	\$446
Telephone/Internet	\$540
Travel	\$1,777

Recommendations

1. During this year, contribute \$16,300 to existing reserves.
2. Recommended set aside should be reviewed at mid-year and adjusted as needed.



FY 2017 Meetings

Executive Committee*

July 5, 2016 (Tuesday)
Aug 1 - no meeting
Sept 6 (Tuesday)
Oct 3
Oct 31
Dec 5
Jan 2, 2017
Feb 6
Mar 6
Apr 3
May 1
June 5

Board of Commissioners

July 12, 2016
Aug - no meeting
Sept 13
Oct 11
Nov 8
Dec 13
Jan 10, 2017
Feb 14 (Valentine's Day)
Mar 14
Apr 11
May 9 – annual meeting
June 13

*When a regular Committee meeting occurs on a holiday, the meeting date has been shifted to the next day (with the day noted in parenthesis).